

# **Criminal Justice Coordinating Council Douglas County, Kansas**

Bylaws:

**Section 1. Creation.** The Board of County Commissioners established the Douglas County Criminal Justice Coordinating Council (the “Council”) by resolution on March 9<sup>th</sup>, 2016.

**Section 2. Purpose and Goals.**

- A. The purpose of the Council is to provide a working forum to support communication and collaborative coordination between and among key criminal justice system officials, advisory bodies, agencies, departments and community members to promote public health, public safety and an effective, equitable and efficient criminal justice system in our community.
- B. Key values and beliefs:
- Public Safety
  - Collaboration
  - Communication
  - Cooperation
  - Equitable treatment of all citizens regardless of race, gender, religion, sexual orientation or economic status
  - Improving the lives of persons going through the criminal justice system
- C. The Council in coordination with the Douglas County Criminal Justice Coordinator shall establish a strategic plan including clear goals, objectives and priorities. The plan shall be reviewed annually.

**Section 3: Membership.**

- A. The Council shall consist of the following elected officials, designated officials, organizations or classifications.
- (1) Chief Judge of the seventh judicial district;
  - (2) Lawrence Municipal Court Judge;
  - (3) Douglas County Sheriff;
  - (4) Douglas County District Attorney;
  - (5, 6, 7, 8) Baldwin City, Eudora, KU and Lawrence Police Chiefs;
  - (9) Director of Douglas County Criminal Justice Services;

(10) CEO of Bert Nash;

(11) CEO of DCCCA;

(12) Douglas County Commissioner (non-voting member, appointed by BoCC, two-year term, eligible for reappointment);

(13) Lawrence City Commissioner (non-voting member, appointed by mayor);

(14) Douglas County Administrator (non-voting member);

(15) Douglas County Corrections Re-entry Director (non-voting member);

(16) Douglas County Director of Behavioral Health Projects (non-voting member);

(17) Representative from Court Services (non-voting member, appointed by the Chief Judge);

(18) Criminal Defense Attorney from the Douglas County Bar (BoCC appointee, two-year term, eligible for reappointment);

(19) Individual with expertise on the intersection of race and criminal justice (BoCC appointee, two-year term, eligible for reappointment);

(20, 21, 22) Douglas County Community members (One appointee per County Commissioner, two-year term)

- Must be a resident of Douglas County, Kansas
- Eligible to be reappointed one time (total appointments may not exceed four years)

(23) One former consumer of the criminal justice system (a Douglas County resident nominated by the DCCF Re-entry Director, appointed by the BoCC, one-year term, eligible for reappointment).

- B. Membership Terms. Appointees serve the term described above. Government and non-profit members may serve as long as they are in their elected office or hold the title described above. All appointees serve at the pleasure of the Board of County Commissioners.

#### **Section 4: Meetings.**

- A. Regular Meetings and Attendance.

The Council shall establish regular meeting times but no less often than bimonthly. All meetings of the Council shall be subject to and comply with the Kansas Open Meetings laws.

Appointees may not designate an alternate and are expected to attend all bi-monthly Council meetings. If absent from more than one meeting in a year an appointee may be removed from the council and replaced.

For the purpose of attendance and membership, terms begin with the March meeting and end with the January meeting.

- B. Quorum. A quorum is no less than 60% of the total voting membership. As decisions will be made by consensus, 60% of the total membership must be present for a decision to be made. If a decision cannot be made through consensus, and a vote is taken, a quorum of 60% must be present at the time of the vote.
- C. Staff Support: The council will make recommendations for staff support to the Douglas County Commission. Any staff so approved shall be supervised by County Administrator.
- D. The County Counselor shall serve as the legal advisor to the Council.

**Section 5: Chair.** The Chair will be a member of the Council with experience working in the criminal justice system. The Chair will be chosen by majority vote of the Council annually (there is no term limit). In the event of an unforeseen absence by the Chair from a meeting the Criminal Justice Coordinator or County Commissioner may lead the meeting. The Chair of the Council shall perform the following duties:

- a. Convene all meetings of the Council and preside over its proceedings, ensuring orderly procedures in conducting business and maintain decorum to ensure that business is not disturbed or disrupted;
- b. When necessary or advisable, call a special meeting of the Council in accordance with the applicable legal requirements;
- c. In consultation with the membership, define an annual work plan for the Council and provide leadership in communicating the plan and related priorities to the key stakeholders and the general public;
- d. Sign documents, records and reports, when authorized, on behalf of the Council; and
- e. Perform such other and additional duties as are incidental to or customary for such office or which are prescribed or approved by the Council.

**Section 6: Voting.** Parliamentary procedures will not be required as a normal practice of decision making. Respectful dialogue and the consensus style of decision making are the preferred norm for the conduct of Council business.

In the event a decision cannot be achieved through consensus, the Chair may bring the matter to a vote.

**Section 7: Committees.** The Council may establish and utilize committees or subcommittees of its members to assist in the performance of its goals and duties.

**Section 8: Bylaws; Changes to By-laws.**

The Criminal Justice Coordinating Council was established by Resolution and is funded by the Douglas County Board of County Commissioners (BoCC). The BoCC will have final approval of changes to the bylaws as well as contracts and agreements, council appointments and membership.